

**Cynthia Rosario**  
35 Vly Road  
Colonie, NY 12205  
518-417-8542  
cynrosario73@gmail.com

**Objective:** An interesting position with a growing company where I can utilize my office knowledge and experience.

**Experience:** Service Tire Truck Ctr. Albany, NY  
**Office Manager** 04/26/2015 to 09/08/2017

- Coordinated the activities of clerical personnel.
- Analysed office operations and procedures, such as typing, bookkeeping, flow of correspondence, filing and the requisition of supplies.
- Evaluated office production, revised procedures and devised new forms in order to improve efficiency of workflow.
- Formulated procedures for systematic retention, protection, retrieval, transfer and disposal of records.
- Reviewed clerical and personnel records to ensure completeness, accuracy and timeliness.

Kingsway Community Schenectady, NY  
**MDS Coordinator Assistant** 11/2007 to 11/2012

- Entered alphabetic, numeric and symbolic data from source documents into computer, using data entry device, such as keyboard and optical scanner.
- Compared data entered with source documents, and re-entered data in verification format on screen to detect errors.
- Trained one LPN to become familiar with the procedures and programs and achieved significant improvements in her productivity.
- Compiled, sorted and verified accuracy of data to be entered.
- Kept records of work completed.

**Education:** Capital Region Boces Albany, NY  
**Diploma - LPN**

Bradford Hall Albany, NY  
**Diploma - Medical Billing**

**References:**